

Maryland Child Care Credentialing Program Checklist

Before mailing your application, check to make sure you have included all required information and copied for your records. Please organize documentation for each area together and label/highlight material to aide in application processing.

✓	Item	Required for:		Completed
		First Application	Renewal	
Application				
	Completed, signed and dated application form	Yes	Yes	
	CCATS ID number (refer to recent credentialing letter)	N/A	Yes	
	Completed Essay (Typed or Handwritten)	Yes	N/A	
Training Documentation- Complete attached Training Form				
	<i>Copies of training certificates/College Transcript:</i>			
	- within past 5 years of application date	Yes	-	
	- Training certificates and college courses (within credential anniversary dates)	-	Yes	
	College Transcripts (no expiration)	Yes	Yes	
Experience				
	FAMILY CHILD CARE- Copy of registration <u>AND</u> copy of at least one child attendance sheet from past 12 months.	Yes	Yes	
	CENTER- letter of employment on letterhead with start date and end date if applicable (tax forms, pay stubs, etc. with date of hire/end date of service clearly indicated may be acceptable)	Yes	Yes	
	Previous experience- letters of employment on center letterhead or previous registration.	Yes	N/A	
Professional Activity Units- MUST be within previous 12 months and documented				
	Professional Organization Membership card (One membership per year is counted)	Yes	Yes	
	Letter of activity participation on letterhead from: <ul style="list-style-type: none"> - Center Director or supervisor - Resource and Referral Center staff - Committee, organization, or event organizer 	Yes	Yes	
	Other written documentation (refer to examples of PAUs in program booklet) <ul style="list-style-type: none"> - CACFP food program application/paperwork - Newsletter, article, training, etc. - Proof of offices held in professional organizations 	Yes	Yes	

Do not send original transcripts, diplomas, certificates, licenses, etc.

Do send clear legible copies of these documents.

Do provide written documentation of all experience and professional activities.

Do keep a copy of all items sent into credentialing.

Mail application and all supporting documentation to:

**MSDE
Office of Child Care - Credentialing Branch, 10th Fl.
200 West Baltimore Street
Baltimore MD 21201**

_____ Applicant is applying for (CCCPDF) or other (Incentives) grant dependent on Maryland credential status. (see attached)